

<h2 style="text-align: center;">厚木基地空席広報</h2> <h3 style="text-align: center;">VACANCY ANNOUNCEMENT</h3> <p style="text-align: center;">Please submit new MLC/IHA Application Form from US Navy Yokosuka Web Page.          応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。  <a href="http://www.cnmc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html">http://www.cnmc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</a></p>		<b>広報番号</b> Announcement No.	<b>A-16-003</b>
		<b>初回選考締切り日</b> 1 <sup>st</sup> Cut Off Date	<b>03 Feb 2016</b>
		<b>発行日</b> Date of Issue	<b>Open Until Filled</b>
		<b>発行日</b> Date of Issue	<b>13 Jan 2016</b>
<b>1. 職種名 Job title ( 等級 Grade 1-4 / 語学等級 LD 2)</b>  <h3 style="text-align: center;">Stock Control Clerk, #342</h3> <h4 style="text-align: center;">(貯蔵品管理事務職)</h4>		<b>募集人数</b> No. of Recruitment  <h3 style="text-align: center;">1 名</h3>	<b>4. 募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide  <input checked="" type="checkbox"/> 外部 Off Base Applicant
低い等級での採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade: 1-3 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
<b>2. 部隊 Activity</b>  NAVSUP Fleet Logistics Center Yokosuka Regional Services Department Material Services Division NAVFAC Material Support Branch Site Atsugi <b>勤務場所 Working Place:</b> 綾瀬市厚木基地 Ayase, Atsugi Base		<b>5. 雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC  <input type="checkbox"/> IHA  <input type="checkbox"/> 時間制 HPT  <input checked="" type="checkbox"/> 常用 Permanent  <input type="checkbox"/> 限定 Limited Term (NTE: )	
<b>3. 勤務時間 Work Schedule ( 週 40 時間制 hr/wk )</b>  <b>勤務日 Work Day:</b> Mon – Fri <b>勤務時間 Work Hours:</b> 0745-1630 Recess: 1145-1230  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6. 職務内容 Duties</b> See page 3. (3 頁参照)			
<b>7. 資格要件／身体条件 Qualification/Physical Requirements</b> <b>GENERAL (Applicable to all grades): 全ての等級に必要な資格要件</b> - Ability to speak, read and write English at average proficiency level (LD-2). - Skill in operating Microsoft Office Suite (Word, Excel). - Japanese Regular Driver's License. 日本の普通自動車免許 - Japanese Forklift Operator's License (1 ton and above). 日本のフォークリフト運転技術免許保持者 (1 トン以上) - Japanese Large-size Special Vehicle License. 日本の大型特殊自動車免許 <b>BWT 1-4: (1-4 等級) :</b> - One year of any clerical, technical or administrative work experience, OR completion of 4 years college/university in any field. <b>BWT 1-3: (1-3 等級) :</b> - One year of general work experience in any field or completion of 2 years junior college/2 years technical school or 4 years degree in any field. <b>Non-Japanese Applicants:</b> Only those who possess permanent residency visas are eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application. <b>Former US Military Members:</b> Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> See block #7		<b>免許証／修了証 License/Certificate Required :</b> See Block #7	

## 8. 提出するもの Application and Associated Documents

- \*☒ **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)  
 \*☒ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)  
 \***の記入は Complete \* in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either**  
 HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。  
 To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.  
☒ **各免許証・資格証明書・修了証明書のコピー**(7欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).  
☒ **英語の能力を証明するものの写し** Certificate of English Proficiency (Copy)  
☒ **82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒** (12cm x 23.5cm) <選考結果通知用>  
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice>  
☒ **日本国籍以外の方は、在留カード、パスポート、査証のコピー** For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).  
☒ **家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』**  
**If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"**

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<b>Current USFJ Employee 現従業員問合せ先：</b> 在日米海軍厚木基地人事部/ CNRJ HRO DSN 264-3624 / 3427 / 3425 <b>☎046-763- 3624 / 3427 / 3425</b>  <b>Off Base Applicant 外部応募者問合せ先：</b> 労務管理機構 座間支部 管理課管理第二係 Zama Branch of Labor Management Organization, Management Section 2 <b>☎046-251-0667</b>	<b>Current USFJ Employee 現従業員提出先：</b> 〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken 252-1101 CNRJ HRO Box 12  <b>Off Base Applicant 外部応募者提出先：</b> 〒252-0011 神奈川県座間市 相武台 1-46-1 労務管理機構 座間支部 管理課管理第二係 1-46-1, Soubudai, Zama-shi, Kanagawa-ken 252-1101 Zama Branch of Labor Management Organization Management Section 2	<b>PDNO:</b> <b>FLCY-4524-005</b>

\*履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

\*応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

\*提出された応募書類はお返ししません。Submitted applications will not be returned.

\*初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。After 1<sup>st</sup> Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

\*応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site  
[http://www.cnjc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnjc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

### PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

## 6. 職務内容 Duties

This Position is located in Naval Facilities Engineer Command Far East (NAVFAC FE) Support Division, NAVSUP Fleet Logistics Center Yokosuka (FLCY) Site Atsugi. Reports to the Division Officer, NAVSUP FLCY Site Atsugi and Director, NAVFAC FE Material Support Office C452 NAVSUP FLC Yokosuka; communication in a bilingual environment is required of the incumbent in order to perform and execute major duties and responsibilities as listed below.

### Major Duties and Responsibilities

1. Responsible for providing storage and distribution operations for Shop Store material; prepares Purchase Requests (PRs) and initiates procurement action using the Government Commercial Purchase Card (GCPC) to procure supplies and services in support of NAVFAC-FE. Utilize Single Platform MAXIMO (SPM) to perform work associated with Stock Control. Determines reorder objectives, analyzes workload requirements, and ensures the proper allocation of resources. Manages the physical location of on-hand shop store material, conducts shelf-life management for shop store material and properly maintains the master stock records files. Material supportability related to the procurement processes.

### Function:

- a. Maintains accurate stock records in SPM.
- b. Calculates and provides space requirements for new stock.
- c. Updates and manages Master Stock Records located in SPM.
- d. Manages high and low demand settings for all transactions in SPM.
- e. Manages seasonal and lead-time material based on empirical knowledge and demand history.
- f. Establishes, modifies and/or deletes shop store records as required.
- g. Reviews and analyzes outstanding receipt due file based on the current stock position.
- h. Initiates action to follow up, modify or cancel status as required.
- i. Maintains and provides shop store database files and inventory reports.
- j. Ensures GCPC's requisitions are properly logged in accordance with NAVSUP instructions and closed out within the billing cycle.

Performs causative research and initiates action correct discrepant receipts and erroneous inventory counts located in SPM. Performs daily quality control of shop store materials; takes corrective action to reconcile SPM discrepancies.

2. Receives all PRs using SPM; reviews and identifies which goods and services must be purchased using PR. Ensures all technical and financial edits are complete. Convert all PRs into Purchase Orders (POs) for all standard and non-standard requisitions using SPM for shop store requirements.

Performs the initial NSN requisitions submission using One Touch Support (OTS) and conducts Material Outstanding Validation (MOV) on outstanding requisitions; tracks and expedite requirements. Verifies and updates requisition status in SPM by extracting status from the Requisition Status Table using OTS and other supply sources. Provide status to customers as required. Assigns and registers new Local Stock Numbers (LSN) or National Stock Numbers (NSN) in SPM. Coordinates and processes all NAVFAC FE emergency Walk-thru requisitions through the NAVSUP FLC Yokosuka Customer Service sub-section as required. Initiates and prepares all MILSTRIP requisitions for processing.

3. Coordinates with the DLA Disposition Services for the disposal of all excess personal property, and scrap generated by DoD activities. Manage all excess and excess shop store material using SPM and the Master Tracking Local Program (MTLP). Ensure all transactions are posted in both SPM and MTLP. Dispose of all excess and recyclable material by preparing a disposal documents (DD Form 1348-A) for all material in an unserviceable or serviceable condition. Initiate and prepares turn-in and related shipping using DD Form 1149 for material that require transfer to other Navy and DOD activities.

4. Maintains and organizes the outstanding and completed requisition file.

5. Performs as Forklift Operator as per MLC job definition number 2111 as required.

Perform any and all incidental duties as assigned.